SE Team Supervision
Client Presentation Format
Guidelines for Helping People with Employment Goals

Employment Specialists are asked to prepare for Individual Client Presentations by answering the questions in the "Preparing for Supervision" Section. At the beginning of working with a client, there may be less information available than after the Employment Specialist and the client have worked together for some time.

Preparing for Supervision

I. How can supervision be helpful to you and the client today?

II. Client information
   a. Summary of Client's Employment Goals
   b. Summary of Client's Vocational Profile

III. Summary of Progress to Date
   a. Supports for Employment Goals
   b. Status with MH Treatment Team
   c. Mental health status
   d. Status with VR Referral
   e. Status of Benefits & Benefits Counseling
   f. Motivational strategies
   g. Employment leads
   h. Employment interviews
   i. Client's strengths
   j. Employment resources
   k. Employment challenges

Team Supervision

IV. Generating ideas and exploring client strengths and resources with the whole SE team to address the challenges regarding employment goals

V. Employment Specialist's summary of supervision
   a. What specific information or ideas was useful for you from this meeting?

VI. Employment Specialist's next steps
   a. What specific action steps or ideas will you offer to this client in your work with him or her in the next couple of weeks?

Follow Up

VII. Employment Specialist's follow up
   a. At the next SE Team Supervision meeting the Employment Specialist presents a brief summary of the response to the action steps or ideas